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IDENTIFIERS *Shippensburg University PA

ABSTRACT

This guidebook describes the Martin Luther King Program at Shippensburg University of Pennsylvania, a program expressly created to provide services and resources to assist the minority student in coping with any adjustment problems that may be entailed in entering a predominantly white university in a rural community. The university's supplemental orientation program for minority students is briefly described and a schedule of activities is listed. This is followed by the school's academic calendar for 1991-92. Next, the university's mentoring program is explained, including: the mentor-initiated contacts for the school's fall 1991 and spring 1992 academic year; the responsibilities associated with both the mentors and mentorees; and strategies for effective mentoring. The guidebook then discusses counseling, academic advising, and the academic monitoring processes. The last two sections of the guidebook: (1) list and briefly describe the university's clubs and organizations of special significance to minority students, and (2) list the administrative and mentoring staff and the academic deans and undergraduate departments of the school and provide descriptions, locations, and purposes of the various campus services. Contains a 6-item bibliography. (GLR)

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Martin Luther King Program

A Support System for Minority Students

ED355986

Shippensburg University

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HE 024 785

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Martin Luther King Program

Academic Support System

Prepared by

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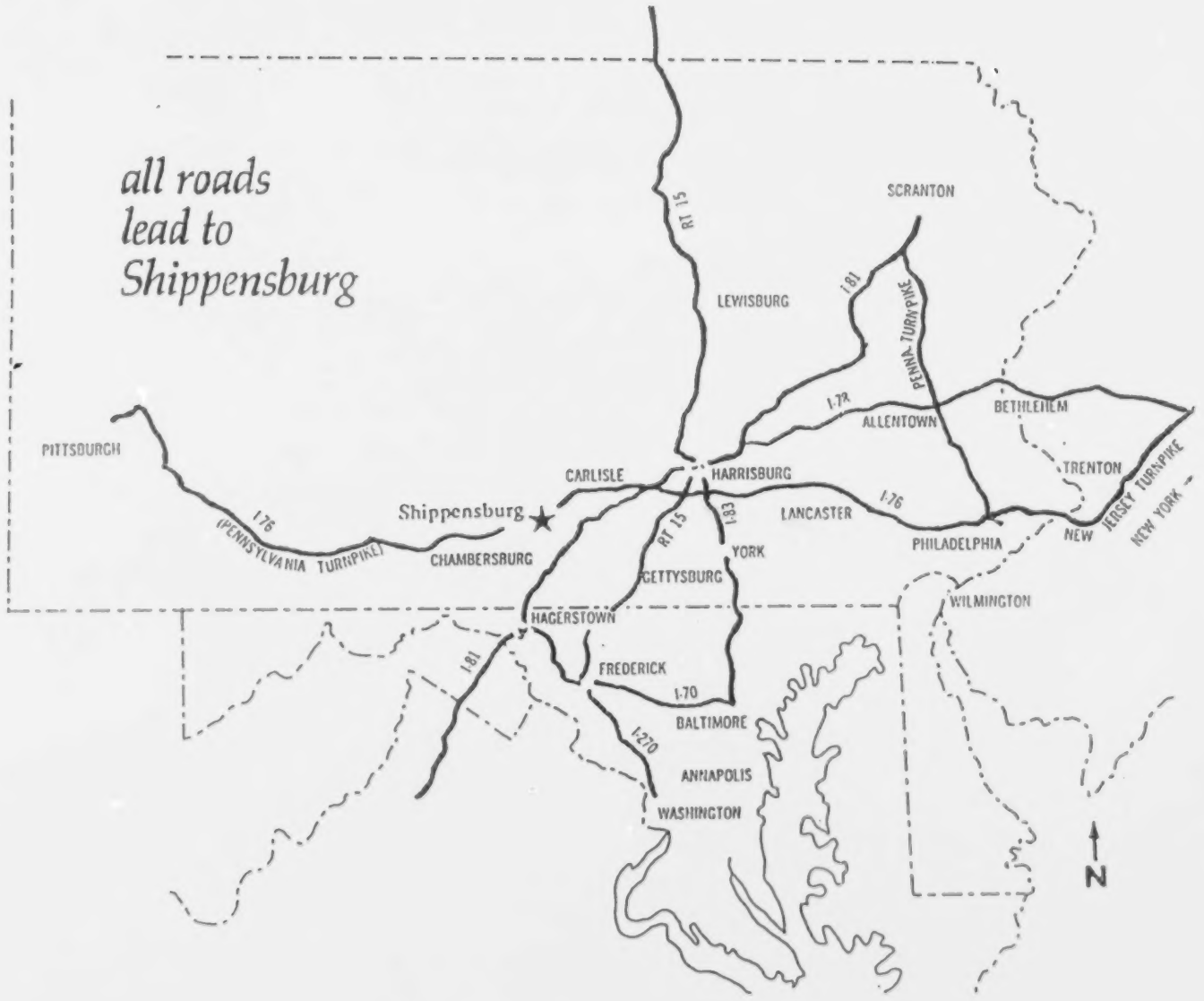
Secretary, Martin Luther King Program

1991-92
Shippensburg University
Shippensburg, PA


all roads
lead to
Shippensburg
SCRANTON
RT 15
LEWISBURG
I-81
PENNA. TURNPIKE
I-78
ALLENTOWN
BETHLEHEM
TRENTON
NEW JERSEY TURNPIKE
NEW YORK
PITTSBURGH
CARLISLE
HARRISBURG
I-76
(PENNSYLVANIA TURNPIKE)
Shippensburg
CHAMBERSBURG
RT 15
I-83
YORK
LANCASTER
I-76
PHILADELPHIA
GETTYSBURG
WILMINGTON
HAGERSTOWN
I-81
FREDERICK
I-70
BALTIMORE
I-270
ANNAPOLIS
WASHINGTON
N

Shippensburg University of Pennsylvania is situated adjacent to the borough of Shippensburg (population 6,500), in the heart of the picturesque Cumberland Valley, 40 miles southwest of Harrisburg. It is one of the fourteen colleges in the state system of higher education. The University is a public liberal arts institution with a student population of 6,594: in 1990-91, there were 5,528 undergraduate students and 1,066 graduate students. Forty-one percent of the undergraduate students were enrolled in the academic programs in the *College of Arts and Sciences*, twenty-five percent in the *College of Business*, twenty percent in the *College of Education and Human Services*, and thirteen percent in the *Division of Undeclared Majors*.

Founded in 1871, Shippensburg University has earned a reputation for quality education. It is one of only ten Pennsylvania colleges to have its undergraduate business programs accredited by the *American Assembly of Collegiate Schools of Business*, and one of only 22 of Pennsylvania's 130-some colleges to earn accreditation by the *National Council for the Accreditation of Teacher Education*. Of the University's 322-plus full-time faculty, three out of every four hold a doctorate or the highest terminal degree in their academic field, and many of the others are Ph.D. candidates. Although this is a teaching faculty, virtually all professors are engaged in research, consultation, community services, and/or participation in professional associations.

Dr. Martin Luther King Jr. represents hope, encouragement and strength to all minorities. His legacy is like a beacon in our paths as we travel the road of our future.

"Doors are opening now that were not open in the past, and the great challenge facing minority groups is to be ready to enter these doors as they open. No greater tragedy can befall minority groups at this hour than to allow new opportunities to emerge, without the concomitant preparedness and readiness to meet them.

Whatever your life's work is, do it well...If it falls your lot to be a street sweeper, sweep streets like Michelangelo painted pictures, like Shakespeare wrote poetry, like Beethoven composed music; sweep streets so well that all the hosts of Heaven and earth will have to pause and say, "Here lived a great street sweeper, who swept his job well.""

Dr. Martin Luther King Jr.

Students ARE:

...the most important people on the campus. Without students there would be no need for the institution.

...not cold enrollment statistics but flesh and blood human beings with feelings and emotions like our own.

...not people to be tolerated so that we can do our thing. They are our thing.

...not dependent on us. Rather, we are dependent on them.

...not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so.

ACKNOWLEDGMENTS

The Martin Luther King Program Program Plan is published as a resource for both mentors and mentorees. It is selective rather than comprehensive and is intended to be used in conjunction with the undergraduate catalog, The Guidebook for Advising, the student handbook and other publications.

Our genuine appreciation is extended to Dr. Beverly Butler who was responsible for editing, clarifying many points, and making this booklet more readable. We also extend our thanks to Mrs. Marian Schultz for her computer expertise.

Elnetta G. Jones
Mary O. Bradshaw
Donna R. Johnston

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DESCRIPTION OF

MARTIN LUTHER KING PROGRAM

Martin Luther King Program

A new environment can be overwhelming for freshmen. This is especially true for regularly-admitted African Americans, Latinos, Asian Americans, and Native Americans entering a predominantly white university in a rural community. The Martin Luther King Program was created and implemented in the Fall of 1983 in an effort to help minority students to overcome academic, social, racial or cultural barriers and become competent and confident learners. Participation in the program is voluntary. Entering students are invited to participate in this program through written correspondence in early summer. The primary populations are freshmen; however, sophomores and upperclass minority students may participate in the program throughout their collegiate career.

The programs and services provided by the Martin Luther King Program include a supplemental orientation program, a mentoring program, an academic monitoring/tracking system, academic advising, and personal counseling. The goals of the program are:

1. To maximize student comfort during the transitional period;
2. To help students create and develop realistic expectations of themselves and the University;
3. To help students understand their academic success;
4. To help students learn specific strategies for improving their chances of success in college; and
5. To promote peer group support.

SUPPLEMENTAL ORIENTATION

AND

SCHEDULE OF ACTIVITIES

SUPPLEMENTAL ORIENTATION PROGRAM

According to research (Taylor, 1987), minority students often experience feelings of alienation and loneliness at predominately white institutions. Our research at Shippensburg University supports these findings. Because of this, a four-day supplemental orientation and a transitional workshop have been planned; these are in addition to the regular freshman orientation program. The purpose of these programs is to enhance students chances of academic success and to create a sense of belonging at the University.

SUPPLEMENTAL ORIENTATION PROGRAM

FOR MINORITY STUDENTS

August 20 - August 23, 1991

Tuesday, August 20:

10:00 a.m. - 11:00 a.m. Cumberland Union Building Lounges	Informal Get-Acquainted Session Dr. Elnetta Jones Dean, Special Academic Programs Co-Coordinator Martin Luther King Program Mrs. Mary Bradshaw Co-Coordinator, Martin Luther King Program Counseling Psychologist
11:30 a.m.	Check-In at Residence Hall (Room assignments will be mailed to you in early August)
12:15 p.m. Reisner Dining Hall	Lunch
1:00 p.m. - 2:00 p.m. Cumberland Union Building Lounges	"Making the Most of the Undergraduate Experience" Speaker: Mr. Jeffrey Lee Regional Sales Manager, Pepsi Cola Shippensburg University Alumni
2:00 p.m. - 3:30 p.m. Cumberland Union Building Lounges	Time Management Film: Time Of Your Life Case Study Development of a Time Management Plan Discussion Dr. Elnetta Jones and Mrs. Mary Bradshaw

Tuesday, August 20 Continued:

3:30 p.m. - 5:00 p.m. Cumberland Union Building Lounges	Career Planning & Assessment (Part I) Video: Career Journey Dr. Elnetta Jones and Mrs. Mary Bradshaw

Wednesday, August 21:

9:00 a.m. - 12:00 p.m. Cumberland Union Building Lounges	The Mentoring Relationship (Mentors and Mentorees) Mrs. Felicia Brown-Haywood Coordinator of Counseling Services Penn State Capitol Campus
12:00 p.m. - 1:00 p.m. Reisner Dining Hall	Lunch
1:00 p.m. - 4:00 pm. Cumberland Union Building Lounges	Cross-Cultural Communication Mrs. Felicia Brown-Haywood

Thursday, August 22:

8:30 a.m. - 10:30 a.m. Gold Room Old Main	Academic Advising, General Education, Academic Standards, Policies, and Procedures Dr. Elnetta G. Jones
10:30 a.m. - 12:00 p.m. Gold Room Old Main	Career Planning and Assessment (Part II) Discussion & Exercises Mrs. Mary Bradshaw
12:00 p.m. - 1:00 pm. Reisner Dining Hall	Lunch
1:00 p.m. - 2:30 p.m. Gold Room Old Main	Career Planning & Assessment (Part III) Dr. Elnetta G. Jones Mrs. Mary Bradshaw

Thursday, August 22 Continued:

2:30 p.m. - 5:00 p.m. Gold Room Old Main	Round Table Peer Support Ms. Michelle Molina Martin Luther King Student
Evening	Allenberry Playhouse "Man of LaMancha"

Friday, August 23:

8:30 a.m. - 12:30 p.m. Learning Assistance Center, McLean Basement	Tips on Study Skills Dr. George Strine Teacher Education Skills, Techniques, & Strategies for Developing a Research Paper Dr. Beverly Butler Director, Learning Assistance Center Professor, English Department
12:30 p.m. - 1:35 p.m. Reisner Dining Hall	Lunch
2:00 p.m. - 4:00 p.m. Ezra Lehman Library	Library Seminar Dr. Virginia Crowe Dean, Library & Media Services Ms. Caryn Carr Head, Media Curricular Center Mrs. Donna Myer Library Technician - Walk around orientation to the library - Indepth instruction of the on-line system - CD-ROM Computerized Indexes - Locating periodicals in print & microforms
Evening	Tour of Shippensburg and Surrounding Community

ACTIVITIES FOR MARTIN LUTHER KING STUDENTS

1991 - 1992

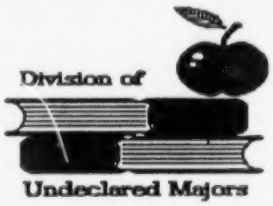
Saturday, September 21:

10:15 a.m. - 12:15 p.m.
Gold Room, Old Main

Brunch for Martin Luther King Students and Parents

Hosted by Dr. Anthony Ceddia
President
Shippensburg University

ACADEMIC CALENDAR



Academic Calendar

1991-92

August 24	■	New freshmen arrive
August 26	■	Last day for placement tests before classes begin (Evening classes begin)
August 27	■	Schedule adjustment begins
August 28	■	Day classes begin
August 30	■	Schedule adjustment ends (last day to add or drop a class)
September 2	■	Labor Day
October 1	■	Last day to withdraw from a class with a "W" grade
November 26	■	Thanksgiving break
December 2	■	Classes resume
December 6	■	Classes end
December 9 - 13	■	Final exams
December 14	■	Commencement
January 11	■	New freshmen arrive
January 15	■	Schedule adjustment
January 16	■	Semester II day & evening classes begin
March 7	■	Spring Break
March 16	■	Classes res me
April 16	■	Easter Break
April 20	■	Evening classes resume
April 21	■	Day classes resume
May 1	■	Classes end
May 4 - 8	■	Final Exams
May 9	■	Commencement

TERM III

May 18 Session Opens

May 25 Memorial Day-SU closed

May 30 Make-up day

June 5 Session ends

TERM IV

June 8 Session Opens

July 3 Independence Day-SU closed

July 9 Session Ends

TERM V

July 13 Session Opens

August 13 Session Ends

THE MENTORING PROGRAM

THE MENTORING PROGRAM

Rationale

The term "mentor" was first used by Homer in the Odyssey. Mentor was the friend of Odysseus, King of Ithaca. When Odysseus left his family and kingdom to fight in the Trojan War, he entrusted his house and the education of his son, Telemachus, to Mentor. Eventually, the goddess Athena assumed Mentor's form and accompanied Telemachus in the search for Odysseus after the war, acting as guide and offering prudent advice (Bruce, 1976).

The term mentor is used widely and varies greatly. For our purposes, Larent A. Daloz's (1987) definition in his article, "Martha Meets Her Mentor," is appropriate; he says, "A mentor tends to be seen as someone not related by blood who takes a special interest in and responsibility for the growth and development of another person."

While a mentor may not necessarily fulfill the many functions prescribed by some, such as that of teacher, sponsor, host, role model, exemplar and counselor, she/he can help to instill confidence, clarify goals, assist in problem solving, and provide feedback (Borman & Colson, 1984).

Description of the Mentoring Program at Shippensburg University

The mentoring program is designed to provide a supportive experience for the personal and intellectual development of the minority freshman student. The specific objectives are to provide a continuing orientation to the University and community life, to help students develop a sense of belonging, to help students to identify positively with the University by demonstrating genuine concern for them, and to inspire students through moral support. To facilitate this process, each mentoree is paired with a professional mentor.

Assignments are made on the basis of the student's major, career aspirations, background, or interests. This arrangement is maintained through the student's collegiate career. An informal "get acquainted" reception for mentors and mentorees is held prior to the beginning of the academic year. Mentors are recruited from the faculty, administration, and staff in the Spring Semester. Mentors and mentorees are oriented to their responsibilities through a half-day inservice training program and follow-up meetings during the academic year.

At Shippensburg University, mentors have served in many roles--career counselors, academic advisors, personal counselors, and tutors. Additionally, they have invited students to have dinner in their homes or at local restaurants, accompanied students to cultural events, provided transportation, and accompanied students on shopping trips and a tour of the local and surrounding communities. In short, the mentoring relationship has been a significant factor in helping some minority students make a successful adjustment to the University

MENTOR-INITIATED CONTACTS

FALL - 1991

Minimum Mentoree Contacts

1. August or Early September
   - get acquainted
   - define roles
   - set expectations
   - arrange convenient times for meeting

   Schedule Adjustment
   - meet weekly with mentoree through this period

2. Late September
   - discussion
   - advisees' special needs
   - time management
   - course load
   - career interests
   - deadline for dropping courses
   - meet biweekly with mentoree

3. Mid-October
   - discuss academic progress
   - special needs
   - written notification sent to freshmen regarding academic monitoring
   - mid-term examinations
   - meet biweekly with mentoree

4. Early November
   - scheduling for freshmen
   - schedule adjustment
   - preparation for final examinations

5. December
   - special needs
   - final examinations

SPRING - 1992

Minimum Mentoree Contacts

1. Mid-January
   - discuss academic performance
   - discuss course load & schedule adjustment
   - discussion on time management
   - career plans

2. February - May
   - follow steps in fall semester as needed

RESPONSIBILITIES OF MENTORS

1. Create an atmosphere of openness, caring and concern where meaningful communication, confidence, and trust exist.

2. Listen constructively, attempting to hear all aspects of students' expressed problems.

3. Assist mentorees when they are not achieving in accordance with their abilities--helping them plan activities to correct their difficulties.

4. Know University policy and practice in sufficient detail to provide mentorees with accurate, usable information.

5. Meet with mentoree weekly during the first six weeks of the semester; biweekly thereafter.

6. Refer mentorees to other sources of information and assistance when referral seems to be the best, student-centered response to be made.

7. Instruct the mentoree, usually informally, in the skills necessary to be successful in the immediate environment.

8. Helps mentoree to understand the importance of class attendance, class assignments, and class behaviors.

9. Actively participate in orientation and inservice training programs.

10. Maintain good records on every mentoring session.

11. Participate in the evaluation of the mentoring program.

RESPONSIBILITIES OF MENTOREES

1. Give your mentor a copy of your class schedule.
2. Regularly attend all of your classes.
3. Make and keep appointments with your mentor or call if it is necessary to change or cancel an appointment.
4. Be open concerning course work, study habits, academic progress, etc.
5. Develop a time management plan in consultation with your personal counselor or mentor.
6. Become familiar with mentor's office hours or schedule.
7. Be knowledgeable about policies, procedures, and requirements of the University.
8. Learn how to use the available resources at the University.
9. Participate in training sessions and meetings for mentorees.
10. Participate in the evaluation of the mentoring program.

STRATEGIES FOR EFFECTIVE MENTORING

1. **Positive Attitude**: Encourage the mentoree to approach life and goals with enthusiasm and to be accepting of self and others.

2. **Valuing**: Encourage the mentoree to examine beliefs and ideals in an effort to establish personal values and goals.

3. **Open-Mindedness**: Encourage the mentoree to keep an open mind to ideas.

4. **Interrelations**: The interactions between mentor and mentoree should be situations of sharing, caring, and empathizing.

5. **Creative Problem Solving**: Encourage the mentoree to use a creative problem-solving process.

6. **Effective Communication**: Encourage a person to be an attentive listener and an assertive questioner.

7. **Discovery**: Encourage the mentoree to be an independent thinker.

8. **Strengths and Uniqueness**: Encourage the mentoree to recognize individual strengths and uniqueness and to build upon them.

9. **Confidence**: Assist the mentoree in developing self-confidence.

10. **Awareness**: Stress to the mentoree, to be aware of the environment, be intuitive, be problem-sensitive, and be ready to make the most of opportunities.

11. **Risk-Taking**: Encourage the mentoree to be a risk-taker and to be an active participant, not a spectator.

12. **Flexibility**: Share with the mentoree the importance of being flexible and adaptable in attitudes and actions, looking for alternatives, and seeing situation/persons from different perspectives.

Adapted from Borman & Colson's model on "Mentoring -- An Effective Guidance Technique."

COUNSELING
ACADEMIC ADVISING
AND
ACADEMIC MONITORING

COUNSELING, ACADEMIC ADVISING, AND ACADEMIC MONITORING

Personal Counseling

One of the most important factors contributing to college success among minority students is an adequate adjustment to the college environment and its academic, social, and personal demands. In the personal counseling paradigm, the holistic approach is employed. The premise being that one's mental and emotional state must be developed equally to one's intellect in order to realize a healthy evolve. Then too the backgrounds of most minority students do not prepare them for the rural community in Shippensburg. Thus, it is imperative that they have some capable, continuing assistance and support to bridge the gap between home and college. Therefore, counseling is a vital aspect of the Martin Luther King Program.

Personal counseling is conducted by one of the Martin Luther King coordinators and the mentors. Students will be scheduled for counseling sessions at least twice a month; once with the mentor.

Academic Advising

Still another critical link in the retention of minority students is academic advising. Of all counseling roles, this is the most demanding. There are many minority students who fail to reach their full potential, and while this may not be entirely the fault of the academic advisor, it is suggested that through the advisor's special ,unique, and personal efforts, students can be helped to grow and learn in an academic environment (Kafka, 1974).

The academic advisement function is designed to assist minority students to determine the important goals and directions necessary as a basis for the decision-making process, not only at the beginning of freshman year college experiences, but throughout a college career.

Academic advisors are assigned to Martin Luther King students in the summer by the academic departments and the Division of Undeclared Majors. An informal meeting between the student and the advisor is held prior to the beginning of the fall semester. Students and advisors are urged to meet at least three times during each semester to discuss scheduling, course loads, academic policies, career fields, or other concerns. Additionally, follow-up academic advising is conducted by the Martin Luther King Program coordinators and counseling assistants.

Monitoring/Tracking System

The monitoring/tracking system is the most critical link in the retention of students in the Martin Luther King Program. During the seventh week of classes of each semester, the Registrar sends a list of students with "D" and "F" grades to the Dean of Special Academic Programs. The Dean forwards a list to each counselor, who contacts the students and begins rendering the appropriate services. In most instances, potential or hidden problems that affect that students' scholastic performance are uncovered in the follow-up counseling session. The tracking system also includes students' participation in services provided by the Learning Assistance Center, counseling/mentoring contact reports, semi-annual and annual retention studies, and persistence studies.

Based on our research, the monitoring/tracking system uncovers potential or hidden problems that affect the students' scholastic performance. It also identified and endorses successful student behavior and progress. It further provides the University with valuable statistical information that has been useful in planning programs, resources, and activities.

ORGANIZATIONS

AND

OTHER RESOURCES

LIFE OUTSIDE THE CLASSROOM

The University experience consists of more than classroom learning. Shippensburg has an extensive student life program that helps student grow intellectually, culturally, and socially. There are more than one hundred student clubs and organizations contributing to student development including a number of activities of special significance of minority students:

The Minority Affairs Committee is one of the seven standing committees that form the backbone of the Activities Program Board, which plans and coordinates student activities on campus. This committee, operating with its own budget, plans cultural and social events that meet the needs of Shippensburg minority students.

The Afro-American Center is the hub of minority activities on campus. Here, students gather for meetings of minority organizations and events to enrich their social and cultural experiences, or simply to experience their joint presence on campus. The Center is staffed by two graduate students who assist undergraduates in a variety of ways.

The Afro-American Organization, the primary minority student group at Shippensburg University, is part of a network of similar organizations on campuses throughout the country. The group

- maintains communications between minority students at the University and the local community;
- promotes an interest in the history, culture and current situation of minority people; and
- provides a means of expressing the goals of minority students in relation to their academic, social, and cultural lives in Shippensburg.

Four Social Sororities/Fraternities are of special interest for minority students. The two sororities (Alpha Kappa Alpha and Delta Sigma Theta) and the two fraternities (Kappa Alpha Psi and Omega Psi Phi) are affiliates of national societies that maintain chapters on hundreds of campuses. Although each has an active social calendar, there is extensive emphasis on scholarship and volunteer social services.

The Pan-Hellenic Council, which also has a national affiliation, coordinates the activities for the four sororities and fraternities.

Shippensburg University Gospel Choir is a student-directed gospel choir that performs on campus and throughout the state.

International Student Organization provides social support for all international students. Activities are held throughout the year to provide for interaction among the international students, as well as with American students.

CAMPUS

AND

COMMUNITY RESOURCES

1991 Martin Luther King Program

STAFF DIRECTORY

Administration

		Office	Telephone
Dr. Elnetta G. Jones	Dean Special Academic Programs Co-Coordinator, MLK	HH #101	1395/1134
Mrs. Mary Bradshaw	Co-Coordinator, MLK	McCune Hall	1481
Mrs. Donna Johnston	Secretary	HH #104	1134
Mrs. Beth Behler	Counseling Assistant	HH #110	3711

Mentors

Mrs. Mary Bradshaw	Counseling Psychologist	Wright Hall	1481
Prof. Dennis Castelli	Chairperson/Professor History/Philosophy	DHC #225 Home	1621 264-3014
Ms. Maree Glanville	Director Institutional Research	OM #306 Home	1154 249-1561
Ms. Jocelyn Hart	Assistant Dean Admissions	OM #106B Home	1231 530-1625
Dr. Robert Hewitt	Associate Professor Social Work	HH #223 Home	1655 267-0544
Dr. Peggy Hockersmith	Assistant Professor Teacher Education	HH #314 Home	1653 263-9080
Dr. Elnetta Jones	Dean, Special Academic Academic Programs	HH #101	3075
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Dr. Hilda Lineweaver	Professor Sociology	FOB #110 Home	1706 263-4204
Ms. Janet McKeithan	Assistant Dean of Students	OM #210E Home	1661 532-1913

		Office	Telephone
Mrs. Dorothy Osgood-Sojourner	Assistant Professor Social Work	HH #220 Home	1267 352-3263
Mrs. Marian Schultz	Assistant Dean Div. of Undeclared Majors	HH #105 Home	1395 334-5547
Dr. George Snow	Professor History/Philosophy	DHC #217 Home	1261 776-7758
Prof. Katherine Warkentin	Assistant Professor Library	Lehman Library Home	1634 263-5447
Mrs. Lois Waters	Director of Social Equity	Old Main #109	1161

ACADEMIC DEANS

COLLEGE	DEANS	BOX	SECRETARY	TEL#
Arts & Sciences	Dr. Robert Golden	OM 201	Dianna Ferrell	1151
	Dr. Denis Wright Associate Dean	OM201	Connie Reilly	1151
Business	Dr. Ruth Armstrong Interim Dean	SHN 350E	Fran Williamson	1435
	Mr. Anthony Winter, Assistant Dean	SHN 350	Laura Irwin	1620
Education/Human Services	Dr. Robert Bartos	HH 119	Barb Fisher	1373
	Dr. Peggy Hockersmith Assistant Dean/Dir. of Field Service	HH 120	Jean Thomas Donna Ackelsberg	1141 1487
Division of Undeclared Majors	Dr. Elnetta G. Jones	HH 103	Terry Monismith	1395
	Ms. Marian B. Schultz, Assistant Dean	HH 105		1395

ALPHABETICAL LISTING OF UNDERGRADUATE DEPARTMENTS

DEPARTMENT/ DIVISION/PROGRAM	CHAIRPERSON	BOX	SECRETARY	TEL#
Accounting	Mr. Edward Goodhart	SHN 325	Mrs. Sandi Corman	1436
Art	Dr. Betsy Farmer	HAC 210	Mrs. Vonnie Mowery	1530
Biology	Dr. William Rodgers	FSC 144	Ms. Carol Holtry	1401
Business Education/Office Admin.	Dr. Francis Cannon	SNH 223	Ms. Karen Craig	1438
Chemistry	Dr. Daniel Mack	FSC 325	Mrs. Sally Markee	1629
Communications/Journalism	Dr. Pat Waltermyer	STH 205	Mrs. Ellie Gardner	1521
Criminal Justice	Mr. Roosevelt Shepherd	HH 207	Mrs. Cindy Stitt	1558
Economics	Dr. Brendan Finucan	SHN 221	Ms. Karen Craig	1437
English	Dr. Donald Palumbo	SHC 121	Mrs. Carol Besecker	1495
Fin. Admin./Management Sci & Info. Sys	Dr. Herbert Roth	SNH 311	Mrs. Jill Bard	1434
Geography/Earth Science	Dr. John Benhart	SRH 106	Mrs. Chris Ocker	1685/1509
Government	Dr. Hugh Jones	FOB 109	Mrs. Brenda Horst	1718
Health & Physical Ed.	Dr. Sally McGrath	HFH 105	Mrs. Laura Bonanni	1711
History & Philosophy	Mr. Dennis Castelli	DHC 223	Mrs. Shirley Mellinger	1621
Management & Marketing	Dr. Charles Hollon	SNH 225	Mrs. Sue Harvey	1439
Mathematics/Computer Science	Dr. Howard Bell	FSC 215B	Ms. Pam McLaughlin	1431/1433
Modern Languages	Dr. Wiliam Morgan	SNH 131	Mrs. Janet Deck	1635/1671
Music	Dr. Bennie Truax	MA 102A	Mrs Pat Pheil	1638
Physics	Dr. Robert Winter	FSC 121	Mrs. Becky Fulton	1570
Psychology	Dr. Hugh Aberman	GH 201	Mrs. Melissa Fleming	1657
Social Work	Dr. Ann Gero	HH 212	Mrs. Joyce Walters	1717
Sociology/Anthropology	Dr. Walter Konetschni	FOB 115	Mrs. Lisa Dubbs	1735
Speech & Theatre Arts	Dr. James St. Clair	DHC 321	Mrs. Ginny Long	1732
Teacher Education	Dr. John Martin	HH 324	Mrs. Linda Hoke	1688

SHIPPENSBURG UNIVERSITY

CAMPUS SERVICES

ACCOUNTS PAYABLE:

LOCATION: Old Main, Room 112
PHONE: 532-1106
HOURS: Monday-Friday 8:00 a.m. - 12:00 Noon, 1:00 p.m.-4:30 p.m.

PURPOSE: The Grant Accounts Office works in conjunction with the Student Accounts office in handling Federal and State money that is awarded and in billing and collecting fees. Grant Accounts makes the actual dispersal of monies while Student Accounts process the loans and collect fees owed by students.

SERVICES: Money Dispersal
Adjusting Fees
Loan Payments
Refund Checks

STAFFING: A director, experienced secretaries, and students working in the office are available to answer any questions.

ADDITIONAL INFORMATION: Unless a student has paid his/her bill or is covered through financial aid, he/she can not register for classes.

CAMPUS POLICE:

LOCATION: Physical Plant
PHONE: 532-1444
HOURS: 24 hours a day

PURPOSE: The campus police are available to help provide a more safe and secure environment for all of Shippensburg University. Emergency situations, such as illness or accidents, are handled by campus officers as well as routine practices such as I.D. validation, car registration, and campus checks.

SERVICES:

- Escort Services
- Parking Decals
- Emergency Boxes
- I.D.'s
- Lost and Found
- Assistance in Emergencies

STAFFING: A chief of police, an investigator, and campus officers aid in protecting the students at Shippensburg University.

ADDITIONAL INFORMATION: The campus police stress that the emergency boxes are only to be used in real emergencies.

CAREER PLANNING AND PLACEMENT CENTER:

LOCATION: Reisinger House
PHONE: 532-1484
HOURS: Monday - Friday
8:00 a.m. - 12:00
Noon, 1:00 p.m. -
4:30 p.m.

PURPOSE: The Career Planning and Placement Center is a library full of information to assist students in exploring career opportunities in relation to their abilities and interests. Deciding on and planning a career is a long process but the Career Center can help students make the decision-making process much easier.

SERVICES:
Job Search Advisement
On-Campus Interviews
DISCOVER System
Mock Interviews
Job Leads
Workshops on writing resumes and cover letters

STAFFING: Professionals in the areas of career decision-making and planning and trained graduate students.

ADDITIONAL INFORMATION: Many students don't realize what opportunities are available to them. The Career Planning and Placement Center can open new pathways for students to follow.

COUNSELING CENTER:

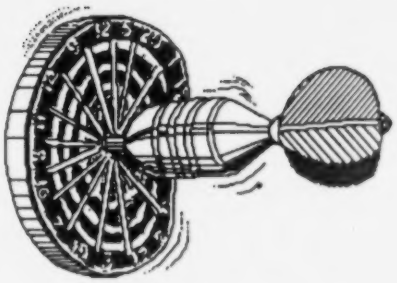
LOCATION: Wright Hall
PHONE: 532-1481
HOURS: Monday-Thursday 8:00 a.m.-6:00 p.m. Friday 8:00 a.m. - 4:30 p.m.

PURPOSE: The Counseling Center provides students, faculty , and staff an opportunity to discuss feelings, behaviors, relationships, particular situations, problems, choices, and decisions with professional counselors. The staff is there to assist people in better understanding themselves and the world around them.

SERVICES:
- Personal Counseling
- Consultation
- Referral
- Group Counseling
- Workshops

STAFFING: Counseling psychologists as well as graduate students are available. An intake screening determines which counselor is best suited for your particular concerns.

ADDITIONAL INFORMATION: The staff encourage people to come to the Center because counseling is for healthy people who want to become healthier.



CUMBERLAND UNION BUILDING (CUB):

LOCATION: Across from Reisner and Mowrey Halls
PHONE: 532-1693
HOURS Monday- Friday 7:30 a.m.- Midnight; Saturday 8:00 a.m. - Midnight; Sunday Noon- Midnight

Purpose: The CUB is know as "The Living Room" of Shippensburg University. It is a place for students, staff, and faculty to relax and lounge and get away from the pressures of academic life and campus administration.

SERVICES:
Student Organization Headquarters
Campus Radio Station WSYC
All media (campus newspapers and yearbook)
Raider Room Snack Bar
Game Room
Information Booth
Notary Public 8:00 - 4:00 p.m.

ADDITIONAL INFORMATION: Lounge rooms are available throughout the CUB for meetings of clubs and organizations or for quiet areas where students can relax and study.

DEAN OF STUDENTS:

LOCATION: Old Main, Rooms 210-211
PHONE: 532-1164, 532-1535
HOURS: Monday-Friday 8:00 a.m. - 12:00 Noon, 1:00 p.m.-4:30 p.m.

PURPOSE: To aid the students in anything considered non-academic. These services include, but are not limited to, freshman orientation, Homecoming, disciplinary actions, coordination of fraternities and sororities, housing, and the Connection (drug and alcohol group).

SERVICES: On-campus housing: freshmen are assigned to dorms and roommates unless they specify otherwise. Graduate assistants are in charge of each dorm and R.A.'s are provided on each floor to assist in maintaining the dorm atmosphere. Roommate problems, lost keys, and any other discrepancies are to be taken to the Grad in your dorm. Housing rates can be adjusted if a student must move off-campus for an exceptional reason.

Off-campus housing lists are available in this office.

STAFFING: A Dean of Students, Associate Deans, assistants, graduate residence directors, and secretaries are available to provide information and answers to questions.

ADDITIONAL INFORMATION: All students living on campus are required to have their own credit card for phone usage before coming to Shippensburg.

DIVISION OF UNDECLARED MAJORS:

LOCATION: Horton Hall, Rooms 101-110
PHONE: 532-1395
HOURS: Monday- Friday 8:00 a.m. - 12:00 Noon, 1:00 p.m. - 4:30 p.m.

PURPOSE: The Division of Undeclared Majors office is open to students who aren't yet sure about what major they want to select. Student guidance toward a major while helping students to explore educational and career options is the essence of the Undeclared office. All academic record keeping and administrative functions are also handled for all Undeclared students through this office.

SERVICES: Academic Advisement
Transferring to a Major
Referrals to Resources
Human Development Seminar

STAFFING: A Dean, Assistant to the Dean, a secretary and trained graduate students are available to offer helpful information to undeclared students.

ADDITIONAL INFORMATION: Students are required to select a major before they schedule for their fifth semester. By the time students acquire 30 credits they must begin seriously thinking about transferring into a major.

ETTER HEALTH CENTER:

LOCATION: Behind the Bookstore
PHONE: 532-1458
HOURS: 24 Hours a day

PURPOSE: The health center provides students with the best medical equipment, consultation, and treatment available. The staff also promotes wellness by teaching you to assume more responsibility for your own health.

SERVICES:

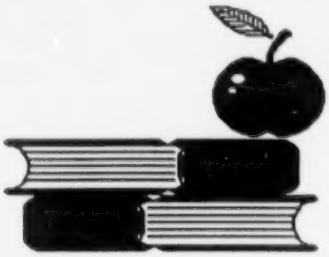
Self-care cold unit	Referrals
Quiet room	Athletic physical
Medical resource library	Video library
Health education information	Blood testing
Weight and nutrition group	Allergy injections
Diabetic support group	Pregnancy testing

Insurance for students
(includes X-rays and prescriptions)

STAFFING: There are eight registered nurses available at all times and four part-time doctors who have hours and are on call.

ADDITIONAL INFORMATION: All services are offered at no charge to the students and no written excuses are available when students have been treated.

EZRA LEHMAN LIBRARY:



PHONE: Circulation Deck 532-1461, 1465

HOURS: Monday-Thursday 7:30 a.m.-12:00 Midnight; Friday 7:30 a.m. - 6:00 p.m.; Saturday 9:00 a.m. - 5:00 p.m.; Sunday 1:00 p.m.-12:00 Midnight

PURPOSE: The library provides resources and services to meet the needs of the University community. Sharing resources with other libraries is also a goal the library strives to accomplish. Providing students, faculty, and staff with every possible avenue for discovering more information is an objective of the staff at the Ezra Lehman Memorial Library.

SERVICES:

- Photocopying
- Reading Room
- Study Room
- Microcomputer Lab
- Interlibrary Loan
- How "To Find" Series
- Bibliographic Instruction
- Reference/Information Desk
- Telephone
- Computerized Online Searches
- Media Curricular Center
- Rowland School for Young Children Library

STAFFING: Persons experienced in the different services and aspects of the library are available to help students.

FINANCIAL AID:

LOCATION: Old Main, Room 101
PHONE: 532-1131
HOURS: Monday-Friday 8:00 a.m. - 12:00 Noon, 1:00 p.m. - 4:30 p.m.

PURPOSE: The Financial Aid office serves the University students with information about receiving financial aid to help pay for their education. This office determines eligibility for work-study, book credit and some grants and loans. All applications are available in the Financial Aid office.

SERVICES:
Grants
Book Credit
Veteran's Administration
Loans
Work-Study

STAFFING: A director, assistant director, experienced secretaries, a Veteran's Administration representative, and trained students are available to answer any questions.

ADDITIONAL INFORMATION: All applications for aid have deadlines. Check with Financial Aid for those dates. Financial Aid is affected by academic probation and the number of credits completed each year.

INTRAMURAL SPORTS:

Contact person for women and co-ed sports-

Deb Tweed 532-1542

Contact person for men's sports-

Galen Piper 532-1755

Co-ed and womens' sports include:

Softball
Bike Hike
Aerobics
Water Aerobics
2 on 2 Basketball
Racquetball
Co-ed Basketball
Kickball
Co-ed Volleyball
Co-ed Aerobics
Foul Shooting Contest
Regular Basketball
Regular Volleyball
Singles Tennis
Two-some Golf Tournament

Mens' sports include:

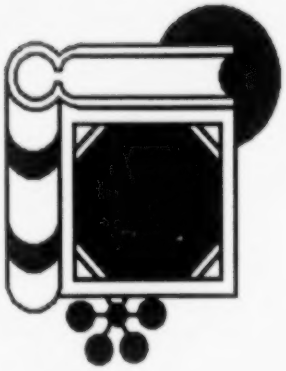
Tennis
Cross Country
Volleyball
Racquetball
Pocket Billiards
Football
Golf
Table Tennis
Basketball
Swimming
Wrestling
Street Hockey
Softball

Varsity athletes can't participate their own sport.

Students can form their own teams.

Practices are left up to the individual person or team.

Check with the contact person for more information.



LEARNING ASSISTANCE CENTER (LAC):

LOCATION: Basement of Mclean Hall
PHONE: 532-1420
HOURS: Monday-Friday 9:00 a.m.-9:00 p.m.

PURPOSE: The Learning Assistance Center (LAC) offers free individualized and group tutoring in a variety of subject areas. Tutors are provided for the major subject areas such as mathematics, writing, history, chemistry, and accounting as well as subjects such as music and foreign languages. Learning to be more efficient in reading textbooks and managing your time wisely are other areas in which tutors can provide assistance.

SERVICES:
Tutoring
Outreach to Foreign Students and Act 101 Students
Direction in Time Management
Study Halls for Athletes
Learning Basic Study Skills Workshops

STAFFING: A director, professors, graduate students, volunteers, and undergraduate students provide tutoring to students who seek help in their studies.

ADDITIONAL INFORMATION: This is a free service to students who are interested. The LAC can help students expand their thinking and awareness in areas that may be giving them difficulty.

REGISTRAR'S OFFICE:

LOCATION: Old Main, Room 110
PHONE: 532-1381
HOURS: Monday-Friday 8:00 a.m.-12:00 Noon, 1:00 p.m.-4:30 p.m.

PURPOSE: General academic policies are handled through the Registrar's Office. This office is divided into a records department and a scheduling department and handles the computer input and output of records and schedules.

SERVICES:

- Scheduling
- Graduation
- Address Changes
- Verification of Attendance
- Adding/Dropping Classes
- Transcripts
- Pass/Fail Classes
- Readmission

RECORDS: The Dean of the college of study in which the student is enrolled decides what transfer credits to accept and the Registrar handles this input into the computer.

SCHEDULING:: The registrar's Office is in charge of the scheduling process and makes the schedules for students. This office also handles grades.

STAFFING: A director, assistants, secretaries, and several trained students provide answers and information to students.

WOMENS CENTER:

LOCATION: Horton Hall, Room 133
PHONE: 532-1790
HOURS: Monday-Friday 8:30 a.m. - 4:30 p.m.

PURPOSE: The idea behind the Women's Center is that women's experiences in college are different from men's experiences. The purpose of the Women's Center is to provide students, faculty, and staff with information concerning women's issues and to make referrals to appropriate agencies that are experienced in these issues.

SERVICES: Library including information on:

AIDS	Eating Disorders
Date Acquaintance Rape	PMS
Domestic Violence	Educational Issues

Referrals to agencies on issues such as:

Addictions	Drug and Alcohol
Childcare	Health Services
Rape Abuse	Sexual Harassment
Support Groups	Pregnancy
Legal Assistance	
Women's Organizations	

STAFFING: All women staff including graduate students usually majoring in counseling.

ADDITIONAL INFORMATION: The staff points out that the Women's Center is also open to men in need of referrals.

4. *Interest Checking*
   Minimum balance of $500.00
   Service fee of $5.00

SAVINGS ACCOUNTS

1. Statement earns 5% interest, $10.00 minimum balance
2. Other Accounts are available

DAUPHIN DEPOSIT

LOCATION: 35-39 East King Street
PHONE: 532-4131
HOURS: *Monday,Tuesday, Thursday* 8:30 a.m.- 2:30 p.m.; *Wednesday* 8:30 a.m.-12:00 Noon; *Friday* 8:30 a.m. - 7:00 p.m.
DRIVE-UP: *Monday, Tuesday, Thursday* 8:30 a.m.- 12:00 Noon; *Friday* 8:30 a.m.-7:00 p.m.

Walnut Bottom Branch

LOCATION: 802 Walnut Bottom Road
PHONE: 532-3884
HOURS: *Monday,Tuesday, Thursday* 9:00 a.m.- 3:00 p.m.; *Wednesday* 9:00 a.m.-12:00 Noon; *Friday:*,9:00 a.m. - 7:00 p.m.
DRIVE-UP: *Monday, Tuesday, Thursday* 9:00 a.m.- 12:00 Noon; *Friday* 9:00 a.m.-7:00 p.m.

SERVICES: MAC services at King Street Branch

CHECKING ACCOUNTS

1. *Econo Checking*
   No minimum balance
   Monthly maintenance fee of $1.00
   Per Check Charge or $.15
2. *Personal Account*
   Minimum balance of $400.00
   Service charge of $4.00
   No check charge or maintenance fee

COMMUNITY RESOURCES

BANKS:

COMMONWEALTH BANK

LOCATION: 31 West King Street
PHONE: 532-2151
HOURS: *Monday, Tuesday, Thursday* 8:30 a.m.- 2:30 p.m.; *Wednesday* 8:30 a.m.-12:00 Noon; *Friday* 8:30 a.m. - 7:00 p.m.

Orange Street Branch

LOCATION: 153 West Orange Street
PHONE: 532-6254
HOURS: *Monday, Tuesday, Thursday* 8:30 a.m.- 2:30 p.m.; *Wednesday* 8:00 a.m.-12:00 Noon; *Friday* 8:30 a.m. - 7:00 p.m. ;*Saturday* 8:30 a.m.-12:00 Noon

SERVICES: MAC Machine at West Orange Street Branch

CHECKING ACCOUNTS

1. *Basic Checking*
   No minimum balance
   Up to 3 teller or check transactions or ATM withdrawals each month without charge
2. *Special Checking*
   No minimum balance
   Maintenance fee of $.50
   Per check charge of $.20
3. *Personal Regular Checking*
   Minimum balance of $300.00
   No maintenance fee
   Service charge of $5.00

3. *Check and Earn*
   Minimum balance of $500.00
   Service charge of $5.00
   Earns interest
   No check charge unless over 50 checks written in a month

SAVINGS ACCOUNTS

1. Statement earns 5% interest, $25.00 minimum balance, access to MAC
2. Passbook earns 5% interest, $25.00 minimum balance, no MAC access

HILL FINANCIAL

LOCATION: 49 West King Street
PHONE: 532-2174
HOURS: *Monday - Thursday* 8:00 a.m. 4:00 p.m.; *Friday* 8:00 a.m. - 7:00 p.m.

SERVICES: **CHECKING ACCOUNTS**

1. *Life Line Checking*
   No minimum balance
   Check charge of $.50 after 5 written checks per month
2. *Super Now*
   Minimum balance of $300.00
   No check Charge
   Interest of 5.155 earned from $1.00 - $2,500.00
3. *Money Market*
   Minimum balance of $300.00
   Interest of 6.23% earned up to $2,500.00
   Service Charge of $4.00
   Can only write 3 checks per month

SAVINGS ACCOUNTS

1. *Money Market Passbook*
   Minimum balance of $300.00
   Service charge of $1.50
   Interest of 6.32% earned up to $2,500.00

2. *Regular Savings Passbook*
No minimum balance
Interest of 5.5% earned with balance over $100.00

ORRSTOWN BANK

LOCATION: 77 East King Street
PHONE: 532-6114
HOURS: *Monday-Tuesday* 8:00 a.m. - 5:00 p.m.;
Wednesday and *Saturday* 8:00 a.m. - 12:00 noon;
Thursday - Friday 8:00 a.m. - 7:00 p.m.

SERVICES: MAC Machine

CHECKING ACCOUNTS

1. *Budget Checking*
No minimum balance
Monthly maintenance fee of $1.00
Per check charge of $.20
2. *Regular Checking*
Minimum balance of $300.00
Services charge of $3.00
Free checking if you have a $500.00 balance in a corresponding savings account.
3. *Opportunity Checking*
Minimum balance of $300.00
Opening Balance of $500.00
Interest earned if balance is over $500.00
Service charge of $3.00 if balance drops below $300.00

SAVINGS ACCOUNTS

1. Passbook earns 5% interest
2. Statement earns 5.15% interest and includes a MAC card
3. No minimum balance

VALLEY BANK

LOCATION: 871 West King Street
PHONE: 532-3171
HOURS: *Monday,Tuesday, Thursday* 9:00 a .m.- 3:00 p.m.;
Wednesday and Saturday 9:00 a.m.-12:00 Noon;
Friday 9:00 a.m. - 7:00 p.m.
Saturday 8:30 a.m.-12:00 Noon

SERVICES: MAC Machine

CHECKING ACCOUNTS

1. *Regular Checking*
   minimum balance of $300.00
   Average monthly balance of $600.00
   Monthly maintenance fee of $5.00
2. *Special checking*
   For those writing less than 14 checks per month
   No minimum balance
   Monthly maintenance fee of $1.50 plus $.25 per check written
3. *Interest Checking*
   Interest earned on accounts with balance over $1000.00
   Average monthly balance of $600.00

SAVINGS ACCOUNTS

1. Passbook and Statement
2. No minimum balance but must have $250.00 in the account to earn interest
3. Interest posted quarterly and rates are subject to change

DRY CLEANERS:

SHIPPEN CLEANERS

LOCATION: 47 S. Earl Street
PHONE: 532-2712
HOURS: Monday-Friday 8:00 a.m.-5:00 p.m.
Saturday - 8:00 a.m. - 12:00 Noon

TOWNE CLEANERS

LOCATION: 111 West King Street
PHONE: 532-2914
HOURS: Monday-Thursday: 6:30 a.m.-7:00 p.m.
Friday: 6:30 a.m. - 8:00 p.m.
Saturday: 7:00 a.m. - 5:00 p.m

HEALTH CLUB:

SUPER FITNESS CENTER

LOCATION: 117 West Bird Street
PHONE: 530-1668
HOURS: Monday, Wednesday, Friday- 6:00 a.m. to 10:00 p.m.
Tuesday and Thursday- 9:00 a.m. to 10:00 p.m.
Saturday - 9:00 a.m. to 5:00 p.m.
Sunday - 12:00 Noon to 5:00 p.m.

PLANNED PARENTHOOD:

LOCATION: 206 East King Street
PHONE: 532-7896
HOURS: Monday-Friday 8:00 a.m. -4:30 p.m. and one evening until 8:00 p.m.

PURPOSE: Planned parenthood is available to help people plan for parenthood. They also aid in the prevention of sexually transmitted diseases (STD) and give referrals when necessary such as for pregnancy or more specialized treatment.

SERVICES:
Birth control — Pregnancy tests
Referrals — AIDS testing
STD clinic (for males and females)
Pregnancy counseling and options counseling

STAFFING: A nurse practitioner performs the exams and a medical assistant assists in the exams and performs blood work.

ADDITIONAL INFORMATION: Fees are usually based on income but college students are charged a flat fee. It is stressed that men can also be treated here and all information is confidential.

POST OFFICE:

LOCATION: 46 W. King Street
PHONE: 532-2314
HOURS: *Monday, Tuesday, Thursday, Friday* 8:30 a.m. - 5:00 p.m.
Wednesday and Saturday, 8:30 a.m. - 12:00 Noon

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BIBLIOGRAPHY

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